

# CHANGE ANNOUNCEMENT

## VRIS: PRINTED & MARKETING MATERIALS EFFECTIVE DATE: May 4, 2006

### CHANGE

Attached to this Change Announcement is a Summary of Changes to the Printed and Marketing Materials on VRIS. There is a key which identifies the forms where a change has being made.

- (1) The layout and functionality of the Printed and Marketing Materials will look significantly different from the table format previously viewed in VRIS.
- (2) Forms and worksheets relating to the Front End Process, the handwritten IPE and the Discover the Job that Works for You Booklet have been posted to VRIS for the first time.
- (3) For the Family Information and Cost Sharing Worksheet, the instructions at the top of the form have been re-written to better define “family unit” for purposes of cost sharing. The instructions also inform the consumer that a new worksheet may be needed on the anniversary date of the IPE if there has been any changes to the income, assets of the family unit or the consumer’s impairment expense.
- (4) The Employment Considerations form is a list of employment consideration questions removed from the current Discover the Job That Works for You booklet that were included in past versions of the notebook. The form is a resource for staff when exploring work considerations with consumers.
- (5) Some Case Service Forms & Worksheets and Marketing, Office and Other Materials previously posted to VRIS have either been updated to a current version, had an image of the material provided or the printed material was renamed.
- (6) A link to Kenexa Prove It has been added to VRIS. [www.proveit.com](http://www.proveit.com)
- (7) In VRIS: Internet Links: Information Resources: Job, Career, Employment Information, two links have been renamed to better describe the link and an additional link has been added.

Renamed:

**Career Information System to Nebraska Career Information System (NCIS)**  
**Nebraska Labor Market Information to Nebraska Labor Market Information-  
Workforce Development**

New Link:

**Employer Locator**

<http://www.acinet.org/acinet/employerlocator/employerlocator.asp?nodeid=18>

### VRIS UPDATE

See above.

## **TEAM COMMUNICATION**

Implementation will involve reviewing the Printed and Marketing Materials menu. A summary document titled “Summary of Changes to Printed and marketing Materials” is provided to summarize what changes were made. Reviewing can be an individual activity or a team activity.

There is no requirement that offices recycle any of the existing forms that have been revised and immediately begin using the revised forms as the revisions were minor.

## **LEADERSHIP CONTACT**

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